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United States Department of Agriculture
Library

NEWSLETTER
Vol. 4, No. 1-2
Feb. 24, 1916

The Library's "Scheme of Classification" was received from the printer a few days ago, complete - up to date. The bound ones have not yet come, and we are waiting for them to send copies to the bureau libraries. The new edition has 51 pages as against in the old. It is printed only on one side of the page, in order to facilitate additions in the future. Please bear in mind that many of the numbers included are new ones and while they will be used for new accessions, it will be a good long time before we shall have time to go over all the older books which belong in the new classes, and change their numbers. We shall all appreciate having the new edition with changes printed in, instead of the old scrawled up copies.

The Department Library, like the bureau libraries, tries not to make mistakes, but still it does. Occasionally one of the large number of books handled at the Loan Desk is put in the wrong pigeon hole, and goes to a bureau which did not request it. If any of the bureau librarians receives such an unsolicited gift, will she not return it or let us know about it promptly? The book is probably charged by us to the bureau for whom it was intended, which bureau is probably needing it immediately. So please do not keep any such books, even though they may be of some interest to you. You can ask to have them later.

The Periodical Room of the Bureau of Animal Industry, of which Miss Moore has charge, has been moved from the large room in the basement of the east wing to a smaller room on the second floor (no. 247).

No Newsletter was prepared for the January, 1916, meeting.

In the Report on the work and expenditures of the agricultural experiment stations during the fiscal year ended June, 1914, the first attempt is made to collect into a printed subject index the lines of work being carried on at the various stations. The work done at the stations is indicated in the index by abbreviations "Alabama College," "Conn. State," "Mass.," etc., after entries, and the publications of the stations mentioned by title in the text are indicated by the words "Circular," "Bulletin," etc., before the abbreviations of the state. It is not the purpose to go into as much detail as in the index of the Experiment Station Record. The future annual report indexes will be even less detailed than the current one, as the present index is more or less of an experiment. By the rather free use of cross references, categories more or less synonymous are connected. The usual troublesome feature of the singular form for adjective and plural for noun forms of "catch words" has been encountered, as "Apple" and "Apples." In a few cases, as "Fruit" and "Soil," the plural form has been omitted. Alphabetization follows the Record style. By means of this index the opportunity is given for the first time of knowing by subject just what the agricultural experiment stations have published in the way of bulletins, circulars, memoirs, etc., during a given fixed period. It is hoped to continue this feature of the index in the future, and it should prove very useful to librarians as a ready reference guide to agricultural experiment literature.

The Periodical Reading Room of the main Library has received two new pigeon hole cases, containing 70 pigeon holes for current periodicals. These will take that number of journals from the shelves, and improve their appearance to that extent - also the new periodicals will be more convenient for consultation.

The Library has just received a new case for the folio books, and a wooden case to fit into a place left vacant in the main book room by the Snead shelving.

United States Department of Agriculture
Library

NEWSLETTER
Vol. 4, No. 3
March 23, 1916.

Miss Myrtle E. Knepper, who left the Library on a furlough last summer, is about to return to us. For the last few weeks she has been in Alaska, trying to get the library of the Alaska Experiment Station into shape, and she is probably now on her way back.

John Allison has left the Library to go to the States Relations Service, where he will work in Mr. Beal's office.

A new supply of "steel signals" has just been purchased for the Loan Desk. They have been used there for some time, being attached to the cards for books which have been recalled, but we have been using the plain ones, and writing on them the day of the month. The work of erasing and rewriting is considerable, and the new ones have the numbers from 1-31 printed on them, so that there will be quite a saving of time in using them instead of the old ones. The little things are quite expensive, - \$14.73 for the 1550 (50 for each day of the month) which we purchased.

We had a sad blow a couple of weeks ago when a requisition for binding was returned with the statement that the money available for this work was exhausted and that these books which were prepared could not be bound. However, the authorities have been induced to accept this requisition. It would have been extremely inconvenient to have had the whole lot held up until after the first of July. We fear that no other binding can be done before the end of the fiscal year, however.

We are always having trouble because Department employees go off on vacations and in to the field and leave their books unaccounted for. In most cases no one knows anything about their going until a book charged to some one is needed, when it transpires that he is away and the book cannot be found. We have had the following notice multigraphed and shall distribute it as widely as possible. Copies will be sent to the branch librarians to give to persons in their bureaus who use books and periodicals. The wording is practically the same as what is to appear in the new book of Regulations of the Department. (See notice attached hereto.)

As most of you know the Library sent an inquiry not long ago to the bureau librarians to get their opinion in regard to the use of a new kind of slips in certain cases when books are withdrawn. One of these slips was to be placed in the pocket of any book which was taken from the Department Library by a person who usually takes books through one of the bureau libraries. It would read "Charged at main Library to Individual." If a book with this slip in it were returned to the Bureau library, it would be evident why the Bureau Library had no charge for it, and it could be sent at once to the main Library. The second slip would give call number, volume, and date, and the sentence "This book charged at Bureau of _____." This slip would be placed in the pocket of books lent by a bureau library to persons not in the bureau or to those who do not usually borrow through the Bureau library.

If these books are returned to the main Library, it would send the book back to the bureau if it is filed there, or if not, it would fill in call number, etc., and send slip to the bureau library as a notice that the book had been returned. This plan was suggested by the Bureau of Plant Industry which, being more scattered than the other bureaus, has probably more trouble of this kind. The replies received from the other bureau libraries have not been enthusiastic about it. Most of them say that they have not had very much trouble in this respect, or at least not lately. In our letter we mentioned some of the disadvantages of adopting such a rule, and this may have influenced the repliers somewhat. One librarian thinks that such a change should not be made without definite information as to how many cases there are. One or two others would not wish the slips to be used, if this would mean that there would be no effort to have the books reported and recharged at the bureau libraries. One of them calls attention to the difficulty this might cause when a man left the bureau and his books were to be checked up. The bureau library would have no record of things he might have borrowed from the main Library.

U. S. Department of Agriculture

LIBRARY

SPECIAL NOTICE

RETURN OF BOOKS AND PERIODICALS TO LIBRARY BEFORE LEAVING

WASHINGTON: Employees in Washington, D.C., before leaving the city shall return all books in their possession belonging to or borrowed through the Department Library or any of its branches, or, if the books are needed for general office use, shall put them in the care ~~care~~^{of} some one who will be able to return them when called for by the Library. In this latter case the Library shall be notified in advance of the arrangement and informed of the name of the person who will have the care of the books. Under no circumstances shall books be left home, in locked desks, or where they will not be readily accessible. In all cases employees, before leaving the city, shall return all current numbers of periodicals in their possession. No books or periodicals shall be taken out of the city without first obtaining the permission of the Department Librarian.

C. R. Barnett,

Librarian.

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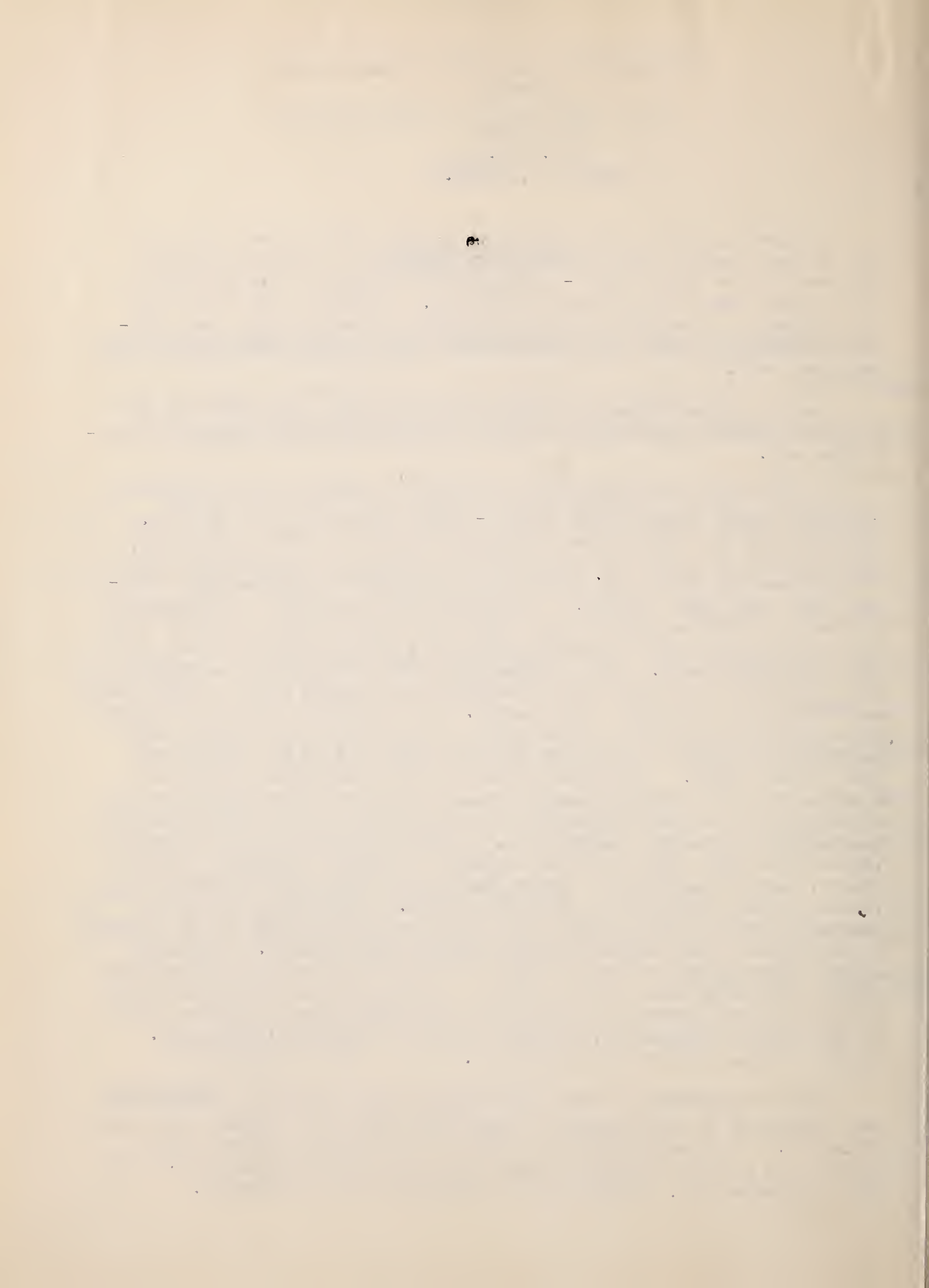
NEWSLETTER
Vol.4, No.4
October 3, 1916.

It seems as though there should be a great deal of news since the last library meeting, six months or more ago, but if there is we have not been able to think it up - perhaps it has become so old now that it is no longer news but is taken for granted. Vacations have with most of us taken up a good deal of time, and much of the rest has been occupied in efforts to keep up with the regular work while other people have been away.

The Department Library is sorry that Miss Clush has left to go to the State Relations Service to work with the illustrative material there - slides, etc.

The Biological Survey during the summer has turned over to the library a goodly number of its books - about 30 shelves full of them. The providing for them on the library shelves was a difficult problem, for even when we moved into this building a year ago last winter we had no more than enough room to shelve the books with a very moderate allowance for a few years' growth. We should like to be able to accommodate at once any books which the bureau libraries might at any time feel that they could spare, since we believe that they should keep only books which are frequently needed. But in practice we have always been so cramped for room that it has been only by twisting and turning that we could shelve any considerable number of extra books. In this case Miss Barnett has had some more cases made - green wooden ones to fit on top of the Sneed shelving, providing for two rows of books above the usual line in this part of the stacks. Of course it is not very convenient to have the books so high, and there is danger that the fact that they are there may be forgotten, but the arrangement is much better than it would be to have them shelved somewhere out of place. A similar problem is presented by the herd and stud books which the Division of Animal Husbandry wishes to return, because they are no longer needed under the present law for looking up the pedigrees of imported animals. These books belong in classes shelved in the basement, and are to be provided for by the placing of additional wooden shelving against the pilasters there. As these wooden shelves are not movable they are to be used for the Congressional record which fits into them very well. Under this arrangement a strip of Congressional record is in several places sandwiched in between books in the regular arrangement, but there seemed to be no help for this. We shall simply have to get used to it.

You have probably all seen the circular which is being sent out to call attention to the conditions under which books are borrowed from other libraries. It seemed desirable to get out something of this sort to explain why we were unable to borrow books from these libraries for other than Department use. This was not understood by all borrowers.



The obtaining of German and Austrian periodicals&books has become during the last few months almost impossible. The only method of doing it is by obtaining a special permit, from the British embassy, and in practice this seems to be very difficult. G. E. Stechert & Co., through whom our periodicals are purchased have had their permit canceled by the British government, and it looks as though they would not be able to import any more books or periodicals from Germany and Austria while the war continues. It would be very difficult to change the order for the periodicals and even if we could do so, there seems little prospect that any other dealer could supply them. Lemcke and Beuchner seem to be in little better position to supply them. The Library of Congress, which also orders its periodicals through G. E. Stechert & Co. is simply allowing them to accumulate abroad until the end of the war.

The Department Library is going over its charges to individuals and is sending the borrowers lists with the request that they either return the books or initial the title to show that they have them.

NOTICE IN REGARD TO BORROWING BOOKS FROM OTHER LIBRARIES THROUGH THE LIBRARY
of the Department.

1. The Library has the privilege of borrowing from other libraries in and out of Washington, books and periodicals needed for official use, subject to the rules of the lending library.

2. Books wanted for use in work other than the work of the Department may not be borrowed through the Library. This is not only a rule of this Library but also is the special condition under which the majority of the libraries, including the Library of Congress, are willing to grant the privilege to us. The following statement from the Library of Congress explains the rules and policy of that Library in regard to the loan of books not needed for use in the work of the government.

"The liberal policy adopted by the Library of Congress in aid of the Federal departments and bureaus through the loan of books requires that such loans shall be restricted to books needed for official use **in the prosecution of research for the Government.** Requests for material in which individuals are interested personally, but unofficially, should not be forwarded through official channels. In general, the Library of Congress, being primarily a reference library, refers individual requests for the loan of books to the Public Library of the District, which is the lending library of the District, maintained to serve officials of the Government as well as private citizens. It is only when the resources of that library fail, and for the purpose of some serious research for which it cannot provide, that the Library of Congress can undertake to supplement it."

Even if the Library of Congress and other libraries were willing to lend through this Library any books we requested and the privilege were generally granted of borrowing from other libraries books wanted by workers in the Department in connection with their private studies or research, it would not be possible for this Library to undertake the additional work involved in such loans with its present force. The expenditure of Department funds for the employment of additional assistants for this work would not, it is believed, be justifiable.

In view of the fact that the regulations in connection with the borrowing of books from other libraries through this Library are apparently not generally known throughout the Department, it has seemed advisable to distribute this circular in order to explain these necessary limitations and to ask the cooperation of the workers of the Department in limiting their requests strictly to books needed for their official work.

C. R. Barnett,

United States Department of Agriculture
Library

NEWSLETTER
Vol.4, No.5
November 9, 1916.

The Annual report of the librarian has just been published. If any one who does not receive it would like a copy one can be obtained from Miss Barnett or from the Division of Publications.

A new case has been procured by the Department Library for the records of book loans. Its special feature is that the drawers may be pulled out on either side, and persons who need to use it can therefore sit on both sides, thus relieving the congestion of books and assistants which had come to be quite serious with the old cases. Of course when used from the back it is necessary to take the drawer entirely out and turn it around, since in the nature of the case the cards cannot face in both directions. There is a locking device on the back which prevents the drawers from being pushed through and giving the case a ragged appearance. We think that this new piece of furniture will greatly facilitate the work at the loan desk. The case was made to order by the Library Bureau and cost \$141.

Some progress is being made in the reclassifying of the books in classes where the scheme has been expanded. The Forest Service Library and the Department Library Catalogue Division are now at work on the books on forestry. Where we formerly had three numbers for this subject we now have 70, which of course means that the numbers for a large part of the collection have to be changed. Miss Stockbridge, of the Forest Service Library, is reclassifying and renumbering the books, practically all of which are filed there. She sends the list of changes to the Department Library which changes its catalogue cards and other records to correspond. The infirmities of human nature and the perversity of things being as they are, we can never hope that changes like this can be made without some omissions and mistakes which will afterwards rise up and trouble us when we search for the books in the future. But we hope for the best. Certainly the Forest books, of which there are many, should be more easy of consultation now that they are grouped by subject, instead of being arranged in one alphabetical series.

The list of foreign periodicals has been prepared and is being sent out for bids. We feel small hope of receiving the German and Austrian periodicals while the war continues. The best that is promised us is that they will be collected and held for us in Germany, so that later they can be sent, and we may run no risk of having our files permanently broken. We are informed that, owing to the scarcity of paper, only copies which are subscribed for are being printed, and if we delay subscribing in the hope that some means of immediate delivery may be found, we may find it impossible ever to obtain the numbers.

The herd and stud books which Animal Husbandry has returned to the

Library have now actually been moved and put in place on the shelves. This necessitated, as was explained last month, the placing of new shelves along the wall in the basement book room, and the interruption of the course of the regular arrangement according to the classification by strips of Congressional record, which are sandwiched in on the fixed shelves.

The Department Library is just beginning a collection of catalogues of spraying pumps and another of spraying materials. This was suggested by Mr. M. B. Waite of the Bureau of Plant Industry, who has turned over to us the catalogues which he has. We have for a good while kept catalogues of agricultural implements and machinery, but the collection has not been very well cared for. We are going to have it put in better order and hope to keep it in good shape hereafter. If any of the bureaus are keeping catalogues of any of these varieties we should be glad to know it, and to arrange if possible to consolidate the collections. As you know the Library, in cooperation with the Office of Economic Collections, Bureau of Plant Industry, has already a well arranged collection of seed and nursery catalogues.

Miss Katharine Wead of the Bureau of Plant Industry Library is to be detailed to the Department Library for a time, in order that she may become more familiar with the work here. Miss Black, a temporary stenographer in the Main Library, is detailed to the Bureau of Plant Industry Library in exchange. This is in accordance with a clause in one of the Library's appropriation bills, permitting such details. Similar exchanges have been made once or twice before. Miss Wead will probably work at the Loan Desk.

Morton Anderson, a messenger in the Department Library has resigned and a messenger boy, Everett Ferneyhough, has been appointed. With the approach of winter we are deprived of our window boxes, which during the summer have been a pleasure, and also a screen from the curious gazes of the passers-by. Now that they are gone, the people in the front rooms of the Library will have to be on their good behavior once more, if they hope to keep the respect of the public.

Miss Spraker, Librarian of the Bureau of Crop Estimates, has resigned from that position and taken one in the Office of Foreign Seed and Plant Introduction. Her place is taken by Mrs. Painter.

There has just come in to the loan desk a copy of Phin's Industrial receipts. It has no marks of ownership and we fear was sent in by mistake. If any inquiry for a personal copy is heard, please direct the man here.

Library

In May the Bureau of Plant Industry got an extra half room across the hall, in which the periodical work has been put.

The Bureau of Plant Industry Library recently installed new Snead steel shelving in Room 127, where all the books will be kept hereafter. The Department publications and station literature have been shelved in Room 124. A balcony containing storage cases is to be built on top of these shelves, as space is so limited that there is no place for storage cases on the floor.

In May Miss Horton left the Bureau, her place in the Library being taken by Miss Ray of the National Museum Library. Miss Ochs, the stenographer who worked on the mailing lists, has also left, her place being taken by Miss Shannon by transfer from one of the other offices of the Bureau.

In August Paul Madigan, one of the messengers in the Bureau of Plant Industry Library whom they had had for over two years, left to accept a position in a private firm; in September Alan Davidson was transferred to the Office of Drug Plants, and stationed at Miami, Florida. A few weeks ago Frank Doyle accepted a position in the Government Printing Office, so now they are struggling along with two new messengers. As the three boys we lost were so accustomed to the work, they are greatly missed.

The Bureau of Plant Industry Library has at present a temporary student assistant Miss Ruth Frances Allen, who is helping Miss Atwood in her catalog work, and doing for the library some of the work formerly done by Alan.

United States Department of Agriculture
Library

NEWSLETTER
Vol.4, No.6
December 7, 1916.

The order for foreign periodicals for 1917 has been given to G. E. Stechert and Co., the firm which has supplied them for a number of years. We have no expectation of receiving the German and Austrian periodicals until the close of the war, although we shall make every effort to obtain them sooner.

Last month we reported that the Department Library and the Bureau of Plant Industry Library had made a temporary exchange, Miss Wead having come over here to assist at the Loan Desk, and Miss Black, a temporary stenographer having gone to the Bureau of Plant Industry. Miss Black has now returned to us, but Miss Wead remains here, while Miss Upton has gone over to the Bureau of Plant Industry for experience in the Loan Desk work there. Miss Wead, Miss Swart and Mr. Fisher are attending to our loan work.

Miss Isabel Marshall has been appointed as a temporary junior library assistant in the Department Library. Among other things Miss Marshall has been getting our collections of nursery, implement and spraying catalogues into good shape.

The Association of American Agricultural Colleges and Experiment Stations at its meeting November 15-17 passed a resolution authorizing the preparation of an index to all Proceedings of the Association.

Mr. Hinton, bookkeeper in the Department Library, has left it to go to the Office of Grain Standardization.

Miss Gertrude Upton asks that if any one has any magazines which can be spared for the soldiers on the border, they be given to her, as she is a member of the committee which is sending Christmas packages there.

